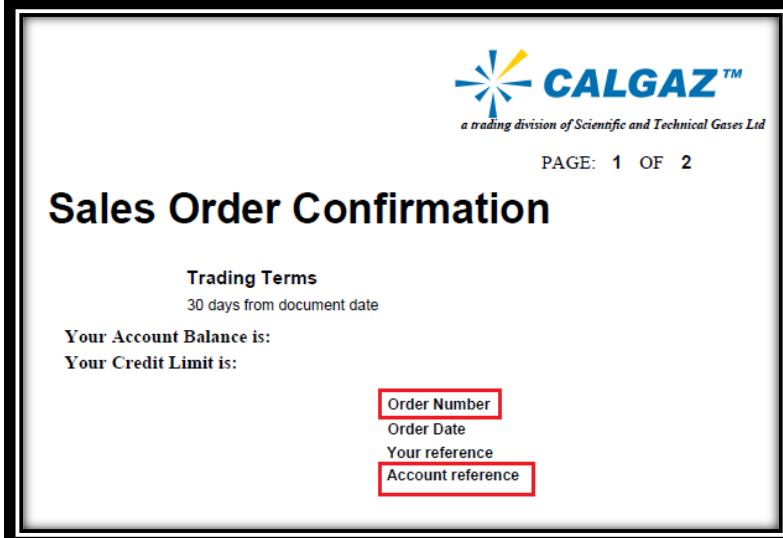



Order Tracker User Guide

Firstly, you will need to find your Account Reference and Order Number, you will be using these to search for your order in the tracker.

For UK customers this can be located on the right hand side of your sales order acknowledgment, as seen in the image below.




 a trading division of Scientific and Technical Gases Ltd
 PAGE: 1 OF 2

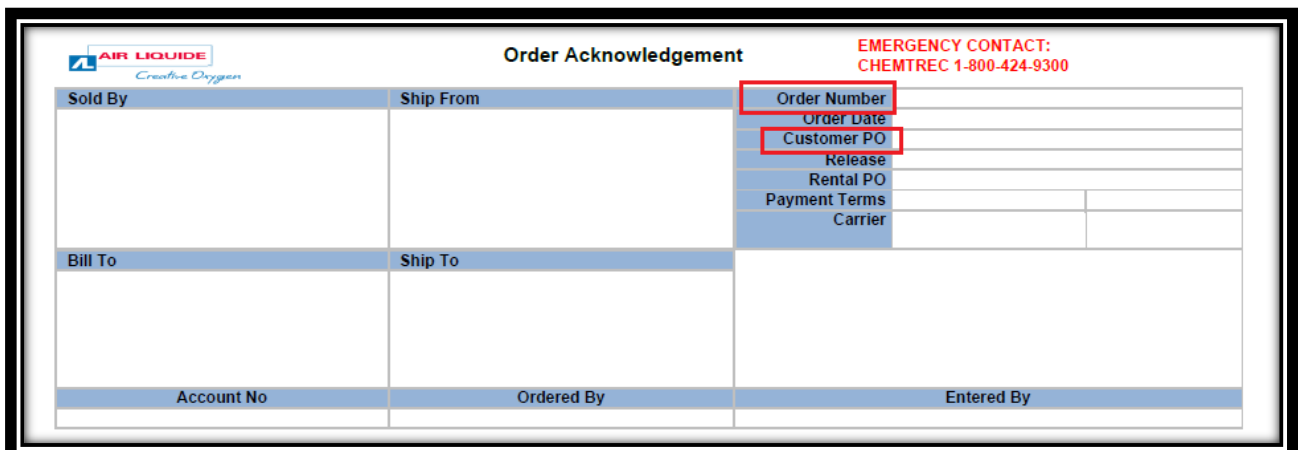
Sales Order Confirmation


Trading Terms
30 days from document date

Your Account Balance is:
Your Credit Limit is:

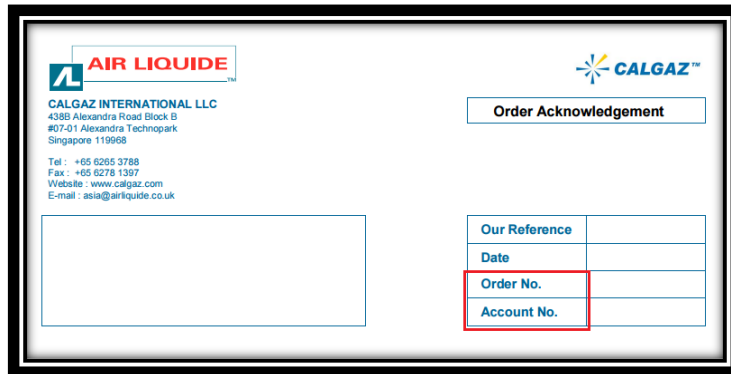
Order Number
 Order Date
 Your reference
 Account reference

For US customers this is located in the top right corner of your sales order acknowledgment as seen in the image below.



		Order Acknowledgement	EMERGENCY CONTACT: CHEMTREC 1-800-424-9300
Sold By	Ship From	<div style="border: 1px solid red; padding: 2px;">Order Number</div> Order Date <div style="border: 1px solid red; padding: 2px;">Customer PO</div> Release Rental PO Payment Terms Carrier	
Bill To	Ship To		
Account No	Ordered By	Entered By	

For Singapore customers this is located in the top right corner of your sales order acknowledgment as seen in the image below.



AIR LIQUIDE
CALGAZ INTERNATIONAL LLC
 4388 Alexandra Road Block B
 #07-01 Alexandra Technopark
 Singapore 119958
 Tel : +65 6285 3788
 Fax : +65 6278 1397
 Website : www.calgaz.com
 E-mail : asia@airliquide.co.uk

CALGAZ™

Order Acknowledgement

Our Reference	
Date	
Order No.	
Account No.	

Beneath the log-in form there is an Order Tracker with two boxes, one labelled “Account reference” and the other “Order Number”. You can choose whether to use Order Number or Purchase Order Number.



Order Tracker - Login not required

Account Reference *

Order Number

Retrieve

When entering your Order Number, you need to ensure that you enter all digits including any zeros at the start.



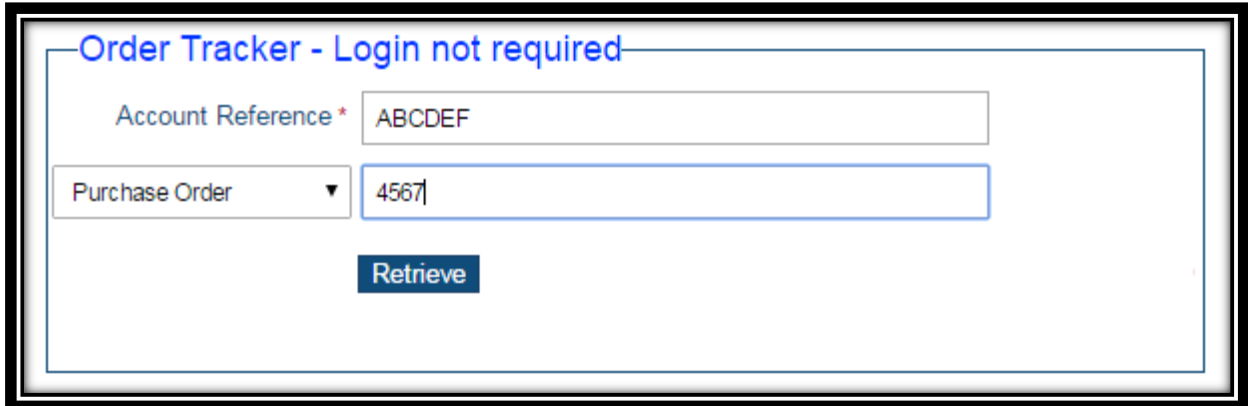
Order Tracker - Login not required

Account Reference *

Order Number

Retrieve

When using the “Purchase Order” option you can use any group of characters to search, for example if your Purchase Order number is “AB123456789” you can use “4567” to find your order.

A screenshot of a web form titled "Order Tracker - Login not required". The form contains two input fields: "Account Reference *" with the value "ABCDEF" and "Purchase Order" with a dropdown arrow and the value "4567". Below the fields is a blue "Retrieve" button.

Order Tracker - Login not required

Account Reference * ABCDEF

Purchase Order ▼ 4567

Retrieve

After that, click the retrieve button to bring up your orders.